



June 9-11, 2020

Hynes Convention Center ▪ Halls A&B ▪ Boston, Massachusetts USA

Telephone: 1-734-994-6088 ▪ Fax: 1-734-994-3338 ▪ Email: jhamilton@a3automate.org ▪ www.VisionShow.org

Exhibit Space Contract

EXHIBITOR COMPANY INFORMATION

Company Name, Street Address, City, State/Province, Zip, Country, P.O. Box, Main Contact Person for Show - Name, Job Title, Email, Telephone, Contract Signed By, Title, Email, Telephone, Marketing Contact, Title, Email, On-site Booth Contact, Email, Mobile Phone

Signer warrants that he/she is duly authorized to execute this binding contract, which includes the rules and regulations listed on the back.

SPACE REQUIREMENTS AND PRICES

Membership dues must be current (now and through the end of show) to receive the discounted rate

AIA Member Discounted Rate: \$31.00 per sq. ft. Non-Member Rate: \$37.00 per sq. ft.

Indicate your requested booth space: Dimensions of booth X TOTAL SPACE COST \$

Preferred Booth Location (booth number): 1st Choice 2nd Choice 3rd Choice

PAYMENT INFORMATION

See reverse side of contract for payment terms and schedule.

We are enclosing \$ which represents a non-refundable deposit of 25% toward the total booth rental.

Payment Schedule

25% due with contract to reserve and hold space; 50% of total due by October 1, 2019; 100% due by January 2, 2020

PAYMENT METHOD

Make checks payable to: Association for Advancing Automation. All funds should be drawn on a U.S. Bank in U.S. dollars

Mail to: Association for Advancing Automation, 900 Victors Way, Suite 140, Ann Arbor, Michigan 48108 USA

Payment Options: Credit Card Check Enclosed Send Invoice, PO # Amount to be Charged: \$

Type of Credit Card: Card # Exp. Date: CSC#:

Name on Card Authorized Signature:

Please check here: Place all booth space payments (when due) on the credit card number indicated above.

Call: 1-734-994-6088 to receive information about direct deposits and wire transfers or electronic deposits.

I. Contract for Space: This application for space in The Vision Show 2020 and the resulting assignment constitutes a contract for the Exhibitor's right to use of the space in accordance with show regulations. Membership discounts are available. You must be an AIA corporate member and your membership dues current through the end of the show to receive the member discount.

The payment schedule for all exhibitors is as follows:

25% due with contract to reserve space; 50% of total payment due by October 1, 2019; 100% with application if after January 2, 2020

II. Late Payments: Payment is required to hold booth space. Payment schedule must be adhered to in order to hold booth space. Late payments may result in releasing exhibit space (for the unpaid portion); possible booth re-location or forfeiting of total funds paid. An overdue balance 30+ days delinquent is subject to immediate cancellation.

III. Cancellation of Exhibit Space: In the event that the Exhibitor cancels exhibit space contracted herein, the Exhibitor must do so in writing. Management will accept cancellation of this contract by Exhibitor subject to the following schedule:

Cancellation prior to October 1, 2019 - refund of any payment over 25% of total contracted booth cost.

Cancellation between October 1, 2019 and January 2, 2020 - refund of any portion over 50% of total contracted booth cost.

Cancellation after January 2, 2020 - no refund will be made and entire contracted booth cost will be forfeited.

Please Note: Any refunds due will be made after the completion of the Show.

IV. Reduction of Exhibit Space: At any time the Exhibitor may request a reduction of exhibit space, however, this may require a reassignment of booth location. All reductions will follow the same refund schedule for original exhibit space as cancellations listed above.

V. Liability Limitation and Indemnification:

A. Insurance: All property of the Exhibitor is understood to remain under Exhibitor's custody and control in transit to, from and within the confines of the exhibit area and each Exhibitor shall maintain insurance covering such property. Exhibitor is responsible for general liability coverage of at least \$1,000,000.00. Appropriate Certificates of Insurance shall be furnished by Exhibitor and made available to Show Management upon request.

B. Exhibitor waives all claims of every kind against The Vision Show, its sponsors or management, their directors, officers, stockholders, agents, and employees including, without limitation, all claims for damages based on personal property damage, destruction, loss or theft, personal injury, cancellation of the Show, failure or refusal to provide space for any exhibit, preventing the display, operation, removal or dismantling of any exhibit, and other act or failure to act of The Vision Show, its sponsors, and management or the sponsors and managers of the Show.

C. Exhibitor agrees to indemnify and save The Vision Show, its sponsors and management harmless from claims by Exhibitor's agents or employees or by any other person, arising out of any act or omission in any way related to Exhibitor's participation in the Show, whether negligent or not.

D. In the event of cancellation or disruption of the Show for any cause, the Agreement shall be terminated and the Exhibitor waives any claim for damages or compensation. The Show shall have the right to retain such part of Exhibitor's space payments as may be required to reimburse the Show for expenses incurred in connection with the Show.

E. Show management reserves the right to change the venue, show dates and pricing if it is determined to be to the benefit of the show. Any monies and booth space reserved will be applied to new venue or dates. Exhibitor has the right to decline the change and all monies will be refunded.

F. Force Majeure: The Show shall not be responsible for any loss, damage, or delay due to strikes, lockouts, acts of nature, government restrictions, enemy action, terrorist activity or threat thereof, civil commotion, unavoidable casualty, or other causes similar or dissimilar beyond the control of the Show.

VI. Failure to Occupy Rented Space and Subleasing: In the event that Exhibitor fails to use all or part of any space contracted for, no part of any payment made with respect to unused space will be returned to Exhibitor or applied to amounts due with respect to space actually used or any future contract. Exhibitor shall not sublease any part of the exhibit space.

VII. Co-exhibiting Fee: Any company sharing an exhibitor's booth (not owned by the exhibiting company) will be charged a \$1,000.00 co-exhibiting fee (members); \$1,500 co-exhibiting fee for non-members. The appropriate co-exhibitor form and payment in full must be completed and submitted to Show Management. This fee allows the co-exhibitor to distribute its products and/or material in the booth; have a separate listing in the show directory; exhibitor badges with their company name; receipt of an exhibitor service manual; booth sign; advertising and promotion opportunities; individual billing for contractor services. The Co-exhibitor Form can be obtained in the Exhibitor Service Manual or by calling Show Management. Co-exhibitors are not allowed in the integrator section.

VIII. Conditions for Exhibit and Displays: The Vision Show reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable, or otherwise detracts from or are out of keeping with the Show. Exhibitors are responsible for meeting all building rules & regulations and any subsequent amendments.

- Exhibitors shall comply with state and local "health and safety" standards and applicable rules and regulations of local fire authorities in the City of Boston, Massachusetts and safety guidelines issued by show management.
- Exhibitors are to surrender spaces occupied by them in the same condition they were at the time they were first occupied. Exhibitors are liable for any damage to floors, walls, columns or other parts of exhibit hall property.
- The distribution of any material or literature is restricted to the exhibitor's booth area.

IX. Additions and Amendments to the Rules: The Vision Show and/or its sponsors or managers may from time to time issue such additional rules as it deems necessary for the orderly presentation of the Show. The Vision Show may amend any rules at any time, provided that such amendment shall not substantially diminish the rights or increase the liability of the Exhibitor.

X. Music Licensing: No copyrighted music may be played in the exhibition area in any fashion (including but not limited to: background music on video or audio tape presentation) without appropriate licensing. The exhibitor is solely responsible for obtaining these licenses for music originating in the exhibitor's booth/display area. The exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these licensing requirements.